

## **Personal Appearance/Proper Uniform Attire**

Bus operators shall be required to follow the below personal appearance and uniform standards:

### **Personal Appearance**

- All Bus Operators must keep themselves neat and clean. Hair, mustaches and beards are to be neatly groomed.
- Unusually heavy or extreme makeup is not permitted.
- Females' hair must be neatly styled, clean, combed and of any natural color. The length or style of hair must not interfere with safe vehicle operation. No extreme or extraordinarily shaped hairstyles are allowed.
- Males' hair length may extend to the bottom of the shirt collar, must be neatly styled, clean and combed and of any natural color. No extreme or extraordinarily shaped hairstyles are allowed. Ponytails or braids must be completely covered by a uniform hat at all times.
- Sideburns may extend to the bottom of the ear
- Males may wear one post earring of simple design per ear
- Females' fingernails may extend (1) inch from the fingertip, must be clean, and may be conservatively painted.
- Earrings for females may extend one (1) inch from the ear lobe and be of simple and appealing design.
- Two rings may be worn on a maximum of two fingers per hand.
- No visible body piercing other than ears shall be allowed
- In an effort to continue with a professional appearance, tattoos shall not be visible and are to be covered by the Bus Operators uniform while on duty.

### **Uniforms**

Bus Operators shall be required to follow the below uniform standards:

- Operators are required to wear a uniform. Each shirt will have a CITY patch on the right sleeve. Shirt specifications are listed below:
  - o Manufacturer Name: Tact Squad or approved equal
  - o Style No. 8301LB; short sleeve, Style No. 8300LB; long sleeve
  - o RN#120457
  - o Cut#122109
  - o Color: Light Blue
- Jackets will have a CITY patch on the right sleeve.
- Uniforms are to be neat, clean and pressed, and in good condition and proper fitting. All shirts/blouses should be tucked in at all times (the only exception will be maternity blouses) and only the top button may be left unbuttoned. T-shirts worn underneath the uniform, if visible, must be black or white.
- Pants must be of khaki type of material (no cargo pants) and must be black in color.
- Shorts may be worn but must be of uniform material (such as khaki type material and black in color) No jean shorts are allowed.

- Any belt worn must be solid or woven and black in color.
- Non-uniform hats, jackets or sweatshirts are not allowed to be worn while employee is on duty or in uniform.
- No patches, badges or buttons shall be worn on the employee's uniform without consent from CITY.
- Uniforms are to be worn only when providing service for the City.

### **Footwear**

Bus Operators shall be required to follow the below footwear standards:

- Operators, for reasons of safety, shall wear an oxford-type shoe, slip-on type shoe, or low-heeled boot. Shoes must be black with leather-like surface and constructed of a material that can be polished and shined. The soles of the shoes or boots must fully enclose the foot. Shoes or boots must be in good repair.
- Tennis shoes, sandals, high-heels, open-toed or open heeled shoes are not permitted.
- Socks will be dark blue or black in color. White socks may be worn for medical reasons. A doctor's note will be required to substantiate the request.